

MADERA COUNTY
CENTRAL SERVICES ASSISTANT

DEFINITION

Under supervision, to perform a variety of clerical duties in support of the County's Central Services functions including mailroom, surplus property, and general office duties, and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over community service, GAIN, PIC, and other temporary workers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs the full range of duties involved in mailroom operations; operates mail and postage machines; picks up and delivers mail to Departments; maintains postage account records and maintains good relationships with post office; maintains mailroom inventory; supervises, trains, and monitors the work of community service, GAIN, PIC, and other temporary workers; completes items on various forms and documents; posts to and keeps simple records; makes and checks simple arithmetic computations; operates general office equipment; procures, stores, and distributes office supplies; process maintenance requests; assists with inventory update; organizes inventory surplus; files materials in established files according to specified procedures; assists in maintaining card indexes and mailing lists; picks up and delivers surplus and transfer sheets; serves as a receptionist; provides general office assistance support to assigned office.

OTHER JOB RELATED DUTIES

Proofreads transfer sheets; assists in auction activities including tagging and transporting surplus; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

English usage, spelling, vocabulary, grammar, and punctuation.
Alphabetical, numerical, and subject matter filing systems.
Safe work practices.

Ability to:

Learn to perform the full range of clerical work in support of the Central Services functions including mailroom and surplus property duties.
Spell correctly and use good English.
Make simple arithmetical computations.

Follow oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some general clerical work experience involving customer service.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: May, 1995